

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Early Childhood, Career and Adult Education
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TO: Adult Education Directors
Federal Funded Grantees
Cooperating Eligible Entities

FROM: Paul F. Flinter, Chief

DATE: August 16, 2006

SUBJECT: Adult Education Operational Memorandum # 01-07

- Statewide Policy Forum September 8, 2006
- Adult Education State Grant Year End Reports
- Program Improvement Project (PIP) Grants Year End Reports
- Connecticut Adult Reporting System (CARS) Professional Development
- Goal Based Outcomes Report to Improve Student Persistence
- Forest and Trees Training
- Life Skills Reading Phase Out (repeated from Operational Memorandum # 01-06)
- Writing Assessment Policy Reminders
- CT Workforce Education Model Training

I hope your summer has been going well and the Department wishes a good start up for the new school year.

Statewide Policy Forum September 8, 2006

The first policy forum for Fiscal Year 2006-2007 will be held on Friday, September 8 from 9:00 A.M to 12:00 noon at the Four Points Sheraton in Meriden. Directors are encouraged to bring at least one Program Facilitator to the forum. The statewide meeting for Program Facilitators only will be held in the afternoon of September 8 from 1:00 P.M. to 4:00 P.M. at the same location. Critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. Program Facilitators are also encouraged to attend the Statewide Policy Forum on the morning of September 8.

For directions, please visit <http://www.crec.org/cetes/atdn/directions/sheraton4pts.html>. A tentative agenda for the policy forum is listed below:

- Student Retention and Goal-Setting
- State Grant Processes
- Federal Grant Processes
- Workforce Investment Act (WIA) Federal Incentive Grant Award Proposal
- State Legislative Proposal for Adult Education

- Young Adult Learner Grant Program
- Workforce Education Initiative
- External Diploma Program

Adult Education State Grant Year End Reports

The *ED-241 –Adult Education Summary Report* and the *ED-241A-Adult Education Summary Report-Cooperating Eligible Entity* are due to the Bureau of Early Childhood, Career and Adult Education on or before **September 1, 2006**. Be sure to sign and submit two typed copies (one with original signature(s) and be sure include your program's most recent brochure as well as your program's current *Program Profile for 2006*.

The *ED-141 Statement of Expenditure Report* must be submitted to the Office of Finance and Internal Operations by September 1, 2006. The ED-141 is required for every school district that received adult education funds whether as a provider, or a cooperator or a CEE. The ED-141 is an electronic submission and is usually completed by someone in your district's business office. Therefore, please be sure that you discuss with your business office the data required for submission. Remember, the ED-141 should reflect the line item amounts and budget totals submitted in the Adult Education State Grant Revision forms (ED-245 and ED-245A) and approved in the May Adult Education Grant Award letters.

Program Improvement Project (PIP) Grants Year End Reports

The FY 2006 PIP End of Year Reports will be due to the Bureau of Early Childhood, Career and Adult Education on or before **September 15, 2006**. **A separate report must be completed for each projected funded.** Be sure to submit two typed copies and include your program's current *Program Profile for 2006* with your submission.

Connecticut Adult Reporting System (CARS) Professional Development

Training sessions for new and experienced users of CARS have been scheduled as follows:

Experienced Users (Click the location for driving directions)

- Wednesday, September 6, 1:00 – 4:00, [Department of Education, Middletown](#)
- Thursday, September 7, 9:00 – 12:00, [New Haven Adult Education](#)

New Users (hands-on training)

- Thursday, September 14, 9:00 a.m. – 4:00 p.m., Computer Associates, Hartfield Executive Park, One Hartfield Boulevard, East Windsor, CT 06088 (Directions will be emailed upon registration).

Please use the attached form and register by Friday, September 1. Since space is limited, please register no more than two (2) persons per program. Critical information about data collection policies and practices are conveyed at these sessions. **The Department expects that at least one person from each adult education program will attend one of the training opportunities.**

Goal Based Outcomes Report to Improve Student Persistence

For the past year or two, the Department has been emphasizing the importance of learner persistence and its relationship to learner performance. Presentations at the policy forums have highlighted the great numbers of students who do not attain a high school diploma and fail to return in the subsequent fiscal year. Research in adult education indicates that one critical support to helping learners persist is the establishment of meaningful and relevant goals.

Goal-setting and goal-based outcomes are also important federal performance indicators. The Workforce Investment Act requires that states be evaluated on the outcomes achieved by learners who have one of the following four critical goals:

1. Enter Employment
2. Retain Employment
3. Earn a Diploma
4. Enter Postsecondary Education/Training

These goals represent important reasons that motivate learners to attend adult education. The Connecticut State Department of Education (CSDE) is pleased that the total number of students statewide establishing the above goals has steadily increased over the past few years. It is hoped that this increased goal setting encourages more students to persist.

The CSDE is now following-up on learners with these goals to ascertain the outcomes they achieved *after* their exit from adult education. A learner's exit status and actual exit date are established using attendance and longitudinal participation information from CARS. For example, Derek had the goal of earning a diploma but failed to attain that diploma by June 2006. If Derek does not return to the program in the next fiscal year, he will be considered to have exited adult education in June 2006. Conversely, if Derek returns to adult education in September 2006, he will not be exited *and* not included for this follow up.

Programs are therefore urged to redouble their efforts and encourage learners who did not attain their diploma in Fiscal Year 2005-2006 to return to adult education in Fiscal Year 2006-2007. To assist in this effort, the CARS Web site will feature a new report that will identify these learners. If there are any questions, please contact Ajit Gopalakrishnan at ajit.gopalakrishnan@ct.gov or (860) 807-2125.

Forest and Trees Training

Forest and Trees is an optional component of the Connecticut Adult Reporting System (CARS). It is provided to those programs interested in performing ad-hoc queries, generating summary tables/graphs, and exporting data. A hands-on training for new users of Forest and Trees will be offered on Wednesday, October 4, 9:00 - 1:00 at Computer Associates in East Windsor. Please email the CARS Helpdesk at ewhelpdesk@ca.com if you are interested in attending this training and gaining access to CARS data through Forest and Trees.

Life Skills Reading Phase Out (repeated from Operational Memorandum # 01-06)

The Life Skills reading pre-post assessments Forms 31R-38R (including 32RX and 34RX) will be discontinued from CCS and CARS effective July 1, 2007. Please note that the Life Skills Math assessments (Forms 31M – 38M) are not being discontinued. The retirement of old tests

and the development of new tests is essential to ensure that assessments are based on competencies that are relevant to the present day learner.

The Life Skills reading assessments can be used and reported for Fiscal Year 2006-07. However, the Adult Training and Development Network (ATDN) will no longer sell these Life Skills reading assessments. Over the next two years, programs are encouraged to substitute the use of the Life Skills reading series with comparable reading assessments from other test series such as Life and Work, the Employability Competency System (ECS) or the Workforce Learning System (WLS). Program Facilitators can contact Don Chao, CCS Lead Trainer, at dchao@crec.org or (860) 524-4044 to discuss the replacement reading tests that would be most appropriate to the learners in their programs.

Though these tests are being discontinued, the test items must remain secure now and in the future. Programs with any remaining booklets of the Life Skills reading assessments should plan to shred them by July 31, 2007 or send them to ATDN for shredding. If there are any questions, please contact Don Chao.

Writing Assessment Policy Reminders

- The Bureau requires that all adult education programs report pre-post matches in writing for a minimum of 5% of all ESL students and 10% of all EDP/CDP and ABE/GED students who have completed 12 hours or more. Writing percentages (based on FY 06 data) will be available in September.
- Each program must maintain one person who has been trained in the 9-Hour Functional Writing Assessment Training and identify a Writing Contact Person who has participated in this training. If your Writing Contact Person changes, please notify Maureen Wagner as soon as possible in order to ensure that each program is informed of relevant writing assessment policies. A Writing Contact Person meeting is scheduled for September 29, 2006 from 9-12 at CREC-Coltsville in Hartford.
- All adult education programs are responsible for scoring locally for formal reporting purposes. Programs may choose from one of the following scoring options:
 - 1) submit their pre-post matched samples to ATDN for scoring (fee is \$15.00 per matched pair);
 - 2) score locally (requires each program to have two Certified Local Scorers who have participated in inter-rater reliability activities sponsored by the Bureau);
or
 - 3) cooperate with another program.

The Bureau must be notified by September 30, 2006 of the option each adult education program will be utilizing for 2006-2007. An email will be sent out requesting this information.

- Effective July 1, 2006, the Forms Task **may not be used** for formal reporting purposes. You may utilize the Task as an instructional tool but may not report test results to CARS because this Task has not been scaled by the Comprehensive Adult Student Assessment System (CASAS).

CT Workforce Education Model Training

This three-day training presents a comprehensive process for planning, developing, and implementing onsite workforce education programs in partnership with local employers. Adult Education programs that complete this training join Connecticut's Adult Education at Work network. This year's training will be held at Bristol Adult Education on August 23-25, 2006 from 9:00 a.m. to 3:30 p.m., each day.

This training is formatted to facilitate team participation by adult education programs and consists of three consecutive modules. The target audience for this training is Adult Education Directors, Workplace Coordinators, and Workplace Instructors.

Which days should you attend?

Adult Education Director:	Day One
Workplace Coordinator:	Days One, Two and Three
Workplace Instructors:	Days Two and Three

Online registration is available. To register, please go to <http://www.crec.org/cetes/atdn/index.html> and click on Register Online. Participants must register separately for each training module they plan to attend. Directions to Bristol Adult Education are available at <http://www.crec.org/cetes/atdn/directions/index.php>

Thank you.

Cc: Program Facilitators
Data Administrators and Data Entry Staff
Adult Education Unit

**Connecticut Adult Reporting System (CARS) Training
Registration Form**

Program Name: _____

Program Address: _____

Day Telephone: _____

Name(s) of Person(s) Attending Training
(Please register no more than two (2) persons per program):

- | | | |
|----|----------------|------------------------|
| 1. | _____
Name | _____
Title |
| | _____
Email | _____
Training Date |
| 2. | _____
Name | _____
Title |
| | _____
Email | _____
Training Date |

Mail, Fax, or E-Mail registration forms should be received no later than Friday, September 1.
Telephone registrations cannot be accepted. No registration confirmations will be sent.
Send all registrations to:

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